Date: Friday 2nd November 2018

Councillors:

C Bidwell (Chairman), B E Dack, P Daffarn, N P Hanks, A M Hunt, S L Jones and T Milliken.

You are hereby summoned to attend the following meeting:

Fairfield Parish Council

Date / Time: Thursday 8th November 2018 at 7.00 pm for planning and 7.30 pm for all other matters.
Venue: Fairfield Community Hall, Kipling Crescent.
Members of the press and public are invited to attend.

Katrina Henshaw, Parish Clerk

Meeting Agenda

1 Apologies for Absence
1.1 To receive any apologies for absence from Councillors.

2 Chairman’s Notice
2.1 Councillor Bidwell to read out the announcement on openness and transparency.

3 Disclosures of Interest and Dispensation requests
3.1 To receive any declarations of interest from Councillors on matters contained in the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.
3.2 To receive written requests for dispensations for declarable interests.
3.3 To grant any requests for dispensation as appropriate.

4 Council Minutes
4.1 To approve and sign as a correct record the minutes of the parish council meeting held on 11th October 2018.

5 Public Participation Session for planning applications
5.1 15 minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the Parish Clerk prior to the meeting.
Planning (Between 7.00 pm and 7.25 pm)

6 Planning Applications

6.1 CB/18/03798/FULL 9 Faraday Gardens
Loft conversion including insertion of dormer to rear pitch, roof windows and windows to existing front gables.

6.2 CB/18/03737/FULL 3 Copperfield Close
Proposed single storey side extension with internal alterations

6.3 CB/TRE/18/00407 Land to the rear of Charlotte Avenue
Works to trees protected by a Preservation Order: Cedar (shown on plan as T1) – crown reduce up to 3m to bring canopy in line with top of tree; Pine and Larch (shown as G1) – reduce back as far away as possible from gardens whilst retaining viable growth points, a gap of 1.5, is desirable, all pruning cuts will be made to growth or to the trunk. Located along the southern boundary of the rear gardens. The trees are protected by TPO Ref: MB/TPO/99/00001 and are within Group G1.

6.4 CB/18/03924/FULL 77 Heathcliff Avenue
Erection for double storey extension, installation of roof windows to facilitate loft conversion and other external alterations.

6.5 CB/18/03988/FULL 11 Kipling Crescent
Two storey rear extension

6.6 Any urgent planning applications received between 2nd and 8th November 2018

7 Planning Decisions

7.1 CB/18/02858/FULL 4 Cavell Walk
Rear dormer extension with 2no. rooflights to the front elevation
CBC granted full permission 12th October 2018

7.2 CB/18/03253/FULL 165 Hitchin Road
Erection of detached double garage
CBC granted full permission 17th October 2018

7.3 CB/18/03241/FULL 3 Fleming Drive
Proposed single storey rear and side infill
CBC granted full permission 10th October 2018

8 Removal of Permitted Development Rights

8.1 FPC to discuss applying to the Secretary of State for Article 4 (Removal of Permitted Development Right (PDR) for the whole of Fairfield. There are already some areas that have PDR removed when the houses were built. Councillor Dixon is arranging a meeting so FPC is aware of the area where the PDR has been removed.

Rest of meeting (From 7.30 pm)

9 Public Participation Session for rest of the meeting

9.1 15 minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak, provided the correct notice has been given to the Parish Clerk prior to the meeting.

10 Central Bedfordshire Council Ward Members Report

10.1 To receive a report from a CBC Ward Members on matters pertaining to Fairfield.
Decision items

11 New sewage pipes/road works and possible new odour issue from AW site.
11.1 FPC to discuss recent issues and agree action.

12 Allotments and Recreation Space
12.1 To agree to seek to receive an update from CBC Assets regarding allotments and recreation space following meetings held with officers and councillors at both Assets and Leisure Departments over the past four years.

13 Anglian Water
13.1 FPC to discuss how to spend the £7,000 donation from Anglian Water.

14 Grant applications from Community Hall Trust
14.1 To discuss grant application 1 for £9,809.00 to sand and recoat the floors in all three halls and then restoring the badminton lines. (Appendix A)
14.2 To discuss grant application 2A for replacing the emergency lighting at a cost of £1,686.55 + vat (Appendix B)
14.3 To discuss grant application 2B to replace the strip lighting with sustainable LED lighting at a cost of £3,324.00 + vat (Appendix B)
14.4 To discuss grant application 3 for two bowls mat (£2,298.00) and 1 bowls stand (£870.00) and a coffee machine (£1,395.00) for ‘Café in the Park’ for the over 55 demographics (Appendix C)
14.5 To discuss purchasing additionally staging at a cost of £2,843.44.

15 Scout Storage at Aztex
15.1 FPC to discuss paying for another year for the Scouts to store their equipment (last year cost was £1,455.96).

16 Maintenance Contract with Hislop & Co Horticulture Ltd
16.1 Eddison Way – Hislop’s will cut this area under our contract as the grass is within a metre of the adopted roadway. No additional charge will be made.
16.2 Palmerston Way – This is under a section 38 so strictly remains the responsibility of the developers (not FPRC). However, all parties have agreed that any works will not happen, and it will shortly be adopted. James has agreed to cut the grass as it falls under the same criteria - a metre in from roadway. No additional charge will be made.

To receive and discuss quote from Hislop’s to install five wooden posts on the verge outside the corner house at a cost of £950 + vat

16.3 Hedge Row in Hitchin Road from the start from Letchworth to Dicken’s roundabout which has led to complaints about poor visibility. Hislop’s are providing FPRC a quote for cutting this back. It is their and not FPC’s responsibility.

16.4 Nickleby Way footpath from Hardy Way – This is FPRC responsibility. Again, Hislop will add this to their workload at no additional cost.

17 Bench in Community Garden
17.1 FPC to discuss either relocating the bench from Stotfold Road to the Community Garden or purchasing a new one and agree actions and costs.
18 **Orchards**
18.1 FPC to receive the report from Bob Lever and agree next action.

19 **Public Art Project**
19.1 To receive an update from Councillor Daffarn and agree designs *(Appendix D)*.

20 **Etonbury Green Wheel**
20.1 To discuss BRCC’s request to have an information board and map somewhere on the actual route of the EGW as it passes around Fairfield.

21 **Fairfield Gardens**
21.1 To consider and seeking permission to place an FPC Noticeboard on the play area in Fairfield Gardens.
21.2 To discuss how FPC can better engage with the people of Fairfield Gardens

22 **Welcome Leaflet**
22.1 To pursue production of a “Welcome Leaflet” to all new residents covering essential items and including activities at our Community Hall and the new school.

23 **Youth Council**
23.1 FPC to discuss forming a Youth Council. This would be run on a democratic basis with an elected chair etc.

**Information items**

24 **Meeting with the Management Companies**
24.1 FPC to arrange meeting once and after FHMC has had its EGM to appoint Directors.

25 **Outdoor Gym**
25.1 To receive an update from Councillor Hunt.

26 **Litter Day**
26.1 To receive an update from Councillor Jones

27 **WW1 Battles Over Tribute**
27.1 Councillor Daffarn to report on the arrangements.

**Finance and Correspondence**

28 **Finance**
28.1 To receive receipts and agree payments. *(Appendix E)*
29 Correspondence
29.1 CBC – Town and Parish Council / Meetings Precept 2019/20. The deadline for the return of the form is 19th January 2018.
29.2 Any urgent correspondence received between 2nd and 8th November 2018

30 Any other business
NB This is for exchange of information only. No decisions or actions can be agreed at this time.

31 Date of next meeting
31.1 The next Parish Council meeting will be held on 13th December 2018 at 7.00 pm for planning and 7.30 pm for all other matters.
APPLICATION FOR FINANCIAL ASSISTANCE
TO VOLUNTARY ORGANISATIONS

Please fill in all sections in black ink, and refer to the attached guidance notes for assistance in completing your application. Should you wish to expand on a question, please enclose additional information on separate sheets. Please ensure that the declaration at the end of the application form is signed and dated.

When completed please return this application to:

The Parish Clerk, Fairfield Parish Council, 16 Walnut Way, Ickleford, Hertfordshire. SG5 3XT.
Telephone: 07415 615225. Email: enquiries@fairfieldparishcouncil.gov.uk

<table>
<thead>
<tr>
<th><strong>Your organisation’s contact details</strong></th>
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<tbody>
<tr>
<td>Name of organisation</td>
</tr>
<tr>
<td>Contact name</td>
</tr>
<tr>
<td>Position in organisation</td>
</tr>
<tr>
<td>Address for correspondence</td>
</tr>
</tbody>
</table>

| **Tel Number (day)**                   | **01462 855290**                     |
| Email address                          | trustees@fairfieldcommunityhall.co.uk |

Is your organisation a registered charity? If so please give charity number **01150555**

**Bank Details of organisation**

If your application is successful your grant will be paid directly into the organisation’s bank account. Please supply details of the account you wish the grant to be paid into.

| Name of Bank:                           | **CAF.**                               |
| Name on account                        | **FAIRFIELD COMMUNITY HALL**           |
| Sort Code                              | **405240**                             |
| Account number                         | **00025166**                           |
Details of organisation

Brief description of your organisation's aims: **NON LIMITED CHARITABLE TRUST WHO'S OPERATION IS UNDERWRITTEN BY THE TRUSTEES, WITH THE AIM OF BUILDING A LEGACY FOR FUTURE GENERATIONS OF FAIRFIELD RESIDENTS.**

Please describe how the local community of Fairfield benefits from your organisation:

**The Trust provides a community centre as a meeting place for social, spiritual and recreational activities at a discounted rate for the community.**

About the project

Please give brief details of your project and what you wish to use any grant awarded for:

**The floors in all three halls require sanding + lacquering. The badminton lines will also need to be redrawn.**

What is the total project cost (attach separate sheets if necessary): £9809.00 + VAT.

What amount are you requesting from the Council? (Please do not leave this question blank): £9809.00 + VAT.

Have you received or applied for funding from any other source for this particular project? Please give details.

No.

Financial details

Does your organisation receive funding from other sources and if so who?

Commercial + Community Hires.

How much funding will be provided from your own resources?: £1000.00

Has your organisation done or planned to do any fundraising for this project? If so please give details:

**Although we have not done any fundraising, we do have a three year action plan, which has been the Trust’s pay for a new boiler, slidding partition doors refurbished, ceilings in the halls have had tiles replaced + awning clipped + decoration throughout on going.**
Declaration

I declare that on behalf of the organisation that:

- The application is supported by the Organisation’s Management Committee.
- To the best of my knowledge and belief the information I have given is correct.
- I understand the conditions on which the grant is awarded and agree to adhere to those conditions.
- I authorise the Council to make any necessary enquiries to verify the information on this form, and to cross check information I have given with any other organisations.
- I understand that additional conditions may be attached to the award of any grant.

Signed: [Signature]  Print Name: [Print Name]
Date: 27/10/2018  Position held: Chairman of Trust

Please submit the following supporting information with your application:-

- The completed grant application form with all questions answered.
- A copy of the most recent annual Accounts for the Organisation.
- A copy of three quotations for the goods or services that funding has been applied for.

Important
Your application can only be processed if all the questions are answered, the form is signed and if we receive all the necessary enclosures.
Fairfield Community Hall Trust Grant Application 2

Background 2A

The emergency lighting within the Hall is now approximately 10 years old, the batteries that charge the emergency lighting requirement now need to be replaced.

Some of these lights are in the ceiling of the Hall (you will notice as the have a green LED light)

After taking advice from a Local ex Executive Officer in Fire Brigade.

We could reduce costs going forward by replacing lights to LED Lights, which produce better lighting and are more efficient power use.

They will be bought to a lower level not requiring the hire of a tower each year to replace / update, reducing ongoing cost.

Preferred Quote

Trafalgar Fire – They already undertake all the Testing of Fire Equipment and servicing, plus will be testing system in future.

Background 2B

The strip lighting within the Hall’s is old technology and expensive to run.

The grant is to replace the existing lighting with sustainable LED lighting.

This will also give the opportunity to be able to tailor the specific lighting requirement per hall.

This has been raised as an issue by hirers and residents and has proved successful at the new Greenacres Hall in Stotfold.

Preferred Quote

ASC Electrical Contractors – Have explained fully what they will be replacing lights with and have looked at various options with Trust.
Fairfield Community Trust Grant Request No 3

Project “Café in the Park”

Background.

This submission is from the Fairfield Community Hall Trust & Fairfield Bowls Club

With personal support of Neil Whitmill Minister of the Community Church and Denis Baker organiser of Friends of Fairfield.

The Community Hall is partially empty most afternoons, with an opportunity to run a Community Event, aimed at an age group we do not at present cater for in the park – Over 55”s / Retired.

We would run these events on a Monday & Thursday afternoons.

Several Community Hall’s run successful “Coffee & Cake” or similar events primarily for this demographic, also providing activities, talks and a “Open House” approach.

The funding we are after would be matched by the Community Trust, with any revenue going to the Trust in future.

The Hall will be made available Free of Charge and would be managed by the Hall Administrator with support of Community volunteers.

We will be attracting this age group, by holding several events for the group to take part in.

These will include Short Mat Bowls, Table Tennis, Cards, Dominos etc (We are meeting with the Friends of Fairfield, to talk about other ideas)

The Trust has agreed that the bowls mats would be offered to the Fairfield Bowls club, when their extension has been completed.

A list of items we would purchase are attached, to email, after initial discussions.
Fairfield Orchards and Nature Trail

Follow our Orchard trail and discover some of the local wildlife in the East and West orchards

The fruit trees in the East and West Orchards are catalogued. Lists of the tree names, relating to their identification number tag, can be found on the seats within each orchards.

There is an abundance of wild life in and around the orchards, creatures such as the Greater Spotted Woodpecker, White Meadow Ant and the Black Squirrel.

Local plant life and fungi include types of Lichen, two of which are rare in this area. Grasses such as Red Fescue, Perennial Ryegrass and False Oat Grass can be seen, in addition to plants such as White Clover, Germander Speedwell and Field Bindweed.

The Fairfield Orchards are important heritage and wildlife assets associated with the emerging Etonbury Green Wheel - and aspirational off-road walking and riding route around the communities of Fairfield, Arlesey and Stotfold.
Fairfield Orchards and Nature Trail

Follow our Orchard trail and discover some of the local wildlife in the East and West orchards

Many objects from the, originally named, Three Counties Asylum, tell the story of everyday life in those times.

Patients were paid with tokens for their work, on the farm, carrying out repairs and maintenance, in the brewery or in the laundry for example. They could use these tokens to buy things they needed, within the asylum.

Workers were allowed half a pint of beer each day.

The beer was brewed on site and was preferable to the water, which was undrinkable at times.

The Fairfield Orchards are important heritage and wildlife assets associated with the emerging Etonbury Green Wheel - and aspirational off-road walking and riding route around the communities of Fairfield, Arlesey and Stotfold.
Fairfield Orchards and Nature Trail

Follow our Orchard trail and discover some of the local wildlife in the East and West orchards.

The fruit trees in both Orchards are catalogued. Lists of the tree names, and their identification number, can be found on the seats within the orchards.

On this copy of an early map, from Bedford Archives, The Orchards, cemetery, cricket ground, gas works and tramway can be seen.

During WW2, many huts were installed within the grounds, where the injured received medical care. Many of the huts remained in use until Fairfield Hospital closed in 1996.

The Fairfield Orchards are important heritage and wildlife assets associated with the emerging Etonbury Green Wheel - and aspirational off-road walking and riding route around the communities of Fairfield, Arlesey and Stotfold.
Fairfield Orchards and Nature Trail

Follow our Orchard trail and discover some of the local wildlife in the East and West orchards.

The site was recognised as a Traditional Orchard County Wildlife Site in 2010. The orchards house rare species of fruit and lichen. They are also home to many wild birds, animals and insects.

Fairfield Park and Hall was originally the Three Counties Asylum, built in 1860 by architect George Fowler-Jones. The concept for the asylum was based on Tuke’s theory for treating mental illness by creating a place for wellbeing and purpose. Being a self-sufficient institution, the residents would help with the farming, the laundry, beer making and maintenance. They had recreational activities such as cricket, summer balls and church services in St.Luke’s Church.

The Fairfield Orchards are important heritage and wildlife assets associated with the emerging Etonbury Green Wheel - and aspirational off-road walking and riding route around the communities of Fairfield, Arlesey and Stotfold.
Fairfield Orchards and Nature Trail

Follow our Orchard trail and discover some of the local wildlife in the East and West orchards.

Before the Fairfield site could be developed, an archaeological excavation was required. In 2002 the Big Dig took place over almost 3 hectares of land. During excavations of the area, by Oxford Archaeology, staff discovered remains of an Iron Age hill village.

Findings showed evidence of Round Houses, storage pits and post-built sheds. Artefacts found, revealed domestic activities such as hunting, cooking, animal husbandry and textiles production. There were, items of jewellery, weaving implements made from sheep bone plus fragments of uncommon, decorated pottery.

The Fairfield Orchards are important heritage and wildlife assets associated with the emerging Etonbury Green Wheel - and aspirational off-road walking and riding route around the communities of Fairfield, Arlesey and Stotfold.
## Appendix E

### Receipts

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<tr>
<td>Apple Day</td>
<td>Donations</td>
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<td><strong>Total</strong></td>
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### Payments

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<td>New electrical supply in Urban Park</td>
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16.10.2018 £400.00 transferred to Cash Plus card